



Software Compliance and Gateway Updates

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Software Compliance

- 50 IAC 26-18 requires the Department to test and certify software vendors and counties that use the vendors' systems to verify that systems are operating within the standards laid out in 50 IAC 26.



Software Compliance

- 50 IAC 26 Software Compliance is broken down into three phases:
 - Phase I: Each system is tested and certified on its standalone functionality.
 - Phase II: Systems are paired, tested, and certified on their integrative functionality.
 - Phase III: Counties are tested and certified to determine that they are using systems that have been deemed Phase I and Phase II compliant and that the systems are operating accordingly in the field.



Software Compliance Status

- As of Monday, May 11, 2015:
 - The Department has performed testing in 83 of 92 assessor offices and 84 of 92 auditor offices.
 - The Department has completed its review of testing results at 83 of 92 counties.
 - The Department has received requests for certification from 79 of 92 counties.
 - The Department has issued Phase III certification to 78 of 92 counties.



Software Compliance's Future

- 50 IAC 26-18 requires the Department to certify county installations of software every five years.
- The next wave of county-level testing is currently scheduled for 2019-2020.



Software Compliance's Future

- Software vendors are required to submit documentation related to any system changes made.
 - If system changes are major, the Department may perform certification testing.
- The Department may also perform additional certification testing if legislative changes modify system requirements.



Software Compliance's Future

- Please note that the Department is a party to contracts between counties and property tax management software vendors.
- For questions related to contracts, especially if a county is switching software vendors, please contact the Department's Legal staff:
 - General Counsel Mike Duffy:
mduffy@dlgf.in.gov
 - Staff Attorney Dave Marusarz:
dmarusarz@dlgf.in.gov



Gateway Overview

INDIANA Gateway for government units

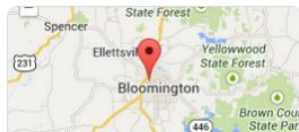


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An Open Door into Local Government Finance

Gateway collects and provides access to information about how taxes and other public dollars are budgeted and spent by Indiana's local units of government.



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Indiana Gateway for Government Units is the collection platform for local units of government to submit required data to the State of Indiana, as well as a public access tool for citizens. It represents a unique partnership between the State of Indiana and the [Indiana Business Research Center](#) at IU's Kelley School of Business, with initial support from the Lilly Endowment and sustainable support from the State of Indiana.

POWERED BY
Information
for Indiana

<https://gateway.ifionline.org>



Gateway Overview

- Gateway URL: <https://gateway.ifionline.org/>
- Gateway serves two purposes:
 - Public Transparency
 - **Data Collection**
 - County auditors submit various forms and reports to the Department, including, but not limited to:
 - Budget forms
 - Debt reports
 - TIF reports
 - Other Post-Employment Benefits
 - Economic Development reports



Gateway: New in 2015

- The Department is implementing important changes to Certified Net Assessed Value submissions for the 2016 budget cycle.
- The Department is also implementing a tool to submit Form 22 through Gateway.
- Project Name: DECAF
 - Data Entry for CNAV and Form 22



CNAV Submission

- Net Assessed Values are certified by county auditors each summer.
- IC 6-1.1-17-1 requires county auditors to certify assessed values by August 1.
- For budget years through 2015, counties were required to manually enter CNAV data into a Gateway form.



CNAV Submission

- Beginning with the 2016 budget cycle, CNAV data may be uploaded or manually entered.
- CNAV Upload:
 - Tax & Bill vendors demonstrated the ability to generate CNAV extracts during 50 IAC 26 software compliance Phase I.
 - The upload will substantially reduce the need for manual data entry.



CNAV Submission

- Users will now indicate AVs before withholding, with a separate column to indicate withholding amounts.
- For the first time, conservancy AVs will be submitted through Gateway.



CNAV Submission Steps

- CNAVs will be submitted in a 4 step process. The process is similar to prior years, with an additional step for submission of conservancy assessed values.



CNAV Submission Steps

- Step 1: Assessed Values by Taxing District
- Step 2: District/Fund Connection Assignment
- Step 3: Fund/District Connection Review
- Step 4: Conservancy AV entry



CNAV Submission Steps

- Step 1: Assessed Values by Taxing District
- May be uploaded or keyed manually.

Select County > Manage County > **Step 1** > Step 2 > Step 3 > Step 4 > Submission

Upload

CERTIFICATE OF NET ASSESSED VALUATIONS TO THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE

Add new record		Refresh							
		Taxing District Code	District Name	Bank PP AV	Net AV 1%	Net AV 2%	Net AV 3%	Real Est. Net AV	Bus. PP Net
Edit	Delete	001	BONO TOWNSHIP	\$0	\$0	\$0	\$0	\$0	\$0
Edit	Delete	002	GUTHRIE TOWNSHIP	\$0	\$0	\$0	\$0	\$0	\$0
Edit	Delete	003	INDIAN CREEK TOWNSHIP	\$0	\$0	\$0	\$0	\$0	\$0
Edit	Delete	004	MARION TOWNSHIP	\$0	\$0	\$0	\$0	\$0	\$0
Edit	Delete	005	MITCHELL CITY	\$0	\$0	\$0	\$0	\$0	\$0
Edit	Delete	006	MARSHALL TOWNSHIP	\$0	\$0	\$0	\$0	\$0	\$0
Edit	Delete	007	PERRY TOWNSHIP	\$0	\$0	\$0	\$0	\$0	\$0
Edit	Delete	008	PLEASANT RUN TOWNSHIP	\$0	\$0	\$0	\$0	\$0	\$0
Edit	Delete	009	SHAWSWICK TOWNSHIP	\$0	\$0	\$0	\$0	\$0	\$0
Edit	Delete	010	BEDFORD CITY	\$0	\$0	\$0	\$0	\$0	\$0
Edit	Delete	011	COOLITIC TOWN	\$0	\$0	\$0	\$0	\$0	\$0
Edit	Delete	012	SPICE VALLEY TOWNSHIP-NORTH	\$0	\$0	\$0	\$0	\$0	\$0
Edit	Delete	013	SPICE VALLEY TOWNSHIP-SOUTH	\$0	\$0	\$0	\$0	\$0	\$0

Summary Totals

Bank PP AV:	\$0
Net AV 1%:	\$0
Net AV 2%:	\$0
Net AV 3%:	\$0
Real Est. Net AV:	\$0
Bus. PP Net AV:	\$0
AV TIF Real Est:	\$0
AV TIF PP:	\$0
AV Withholdings:	\$0
Adjusted Net AV:	\$0
AV TIF Released:	\$0
AV Annex Changes:	\$0



CNAV Submission Steps

- Step 2: District/Fund Connection Assignment
- May be uploaded or keyed manually.
- Values roll forward from 2015.

Select County > Manage County > Step 1 > **Step 2** > Step 3 > Step 4 > Submission

Upload

District/Fund Selection

Select Taxing District

001 - BONO TOWNSHIP
002 - GUTHRIE TOWNSHIP
003 - INDIAN CREEK TOWNSHIP
004 - MARION TOWNSHIP
005 - MITCHELL CITY
006 - MARSHALL TOWNSHIP
007 - PERRY TOWNSHIP
008 - PLEASANT RUN TOWNSHIP
009 - SHAWSWICK TOWNSHIP
010 - BEDFORD CITY
011 - OOLITIC TOWN
012 - SPICE VALLEY TOWNSHIP-NORTH
013 - SPICE VALLEY TOWNSHIP-SOUTH



Select Taxing Unit

0000 - LAWRENCE COUNTY
0001 - BONO TOWNSHIP
0002 - GUTHRIE TOWNSHIP
0003 - INDIAN CREEK TOWNSHIP
0004 - MARION TOWNSHIP
0005 - MARSHALL TOWNSHIP
0006 - PERRY TOWNSHIP
0007 - PLEASANT RUN TOWNSHIP
0008 - SHAWSWICK TOWNSHIP
0009 - SPICE VALLEY TOWNSHIP
0315 - BEDFORD CIVIL CITY
0445 - MITCHELL CIVIL CITY
0745 - OOLITIC CIVIL TOWN
5075 - NORTH LAWRENCE COMMUNITY SCHOOL CORPORATION
5085 - MITCHELL COMMUNITY SCHOOL CORPORATION
0135 - BEDFORD PUBLIC LIBRARY
0136 - MITCHELL COMMUNITY PUBLIC LIBRARY
1001 - LAWRENCE COUNTY SOLID WASTE MANAGEMENT DISTRICT



CNAV Submission Steps

- Step 2: District/Fund Connection Assignment
- When an assignment is made, users are prompted to select applicable funds
 - Funds populate from prior year certified budget order data.

Select Funds

Available Funds:

☒ Check/Uncheck All

- ☒ 0101 - GENERAL
- ☒ 0342 - POLICE PENSION
- ☒ 0706 - LOCAL ROAD & STREET
- ☒ 0708 - MOTOR VEHICLE HIGHWAY
- ☒ 1301 - PARK & RECREATION
- ☒ 2379 - CUMULATIVE CAPITAL IMP (CIG TAX)
- ☒ 6301 - TRANSPORTATION



CNAV Submission Steps

- Step 3: Fund/District Connection Review
- Users verify that each fund is assigned to at least one taxing district

Select County > Manage County > Step 1 > Step 2 > **Step 3** > Step 4 > Submission

Upload

Review Connections

Select Taxing Units

0000 - LAWRENCE COUNTY
0001 - BONO TOWNSHIP
0002 - GUTHRIE TOWNSHIP
0003 - INDIAN CREEK TOWNSHIP
0004 - MARION TOWNSHIP
0005 - MARSHALL TOWNSHIP
0006 - PERRY TOWNSHIP
0007 - PLEASANT RUN TOWNSHIP
0008 - SHAWSWICK TOWNSHIP
0009 - SPICE VALLEY TOWNSHIP
0315 - BEDFORD CIVIL CITY
0445 - MITCHELL CIVIL CITY
0745 - OOLITIC CIVIL TOWN
5075 - NORTH LAWRENCE COMMUNITY SCHOOL CORPORATION
5085 - MITCHELL COMMUNITY SCHOOL CORPORATION
0135 - BEDFORD PUBLIC LIBRARY
0136 - MITCHELL COMMUNITY PUBLIC LIBRARY
1001 - LAWRENCE COUNTY SOLID WASTE MANAGEMENT DISTRICT



Select Funds

0061 - RAINY DAY - \$0
0101 - GENERAL - \$0
0840 - TOWNSHIP ASSISTANCE - \$0
1111 - FIRE - \$0
1190 - CUMULATIVE FIRE (Township) - \$0



CNAV Submission Steps

- Step 4: Conservancy AV entry
- Assessed Values have typically been submitted to the Department through email.
- Beginning with the 2016 cycle, conservancy AVs will be submitted through Gateway.



CNAV Submission Steps

- Step 4: Conservancy AV entry
- Conservancy AVs are manually entered, even if the upload is used for prior steps.



CNAV Demonstration

- Please note that CNAV may not yet be accessed through Gateway.
- Application will be available for the 2016 budget cycle.
- Because the application is in the final stages of development, its appearance and functionality may differ from today's demonstration.



Form 22 Data Submission

- Form 22s document distributions from county auditors to local units within the county.
 - June and December Distributions
 - Distribution types:
 - Property Tax
 - License Excise
 - Commercial Vehicle Excise
 - Financial Institution Tax
- Form 22s are currently submitted to the Department through email or hard copy.



Form 22 Data Submission

- Form 22 data is used by budget field representatives during budget reviews.
- The Department currently enters data manually into a local government database.
 - Process is time-consuming and subject to entry error.



Form 22 Data Submission

- Tax & Bill vendors demonstrated the ability to generate Form 22 extracts during 50 IAC 26 software compliance Phase I.
- The Department is working with Tax & Bill vendors on a small modification to file formats.
 - Updated file will normalize data.
 - New format will also provide improved flexibility.



Form 22 Data Submission

- Target full-scale rollout: December 2015 distributions.
- Before full rollout, the Department will work with counties to generate Form 22 extracts and to compare to data submitted under legacy methods.



Form 22 Demonstration

- Please note that Form 22s may not yet be accessed through Gateway.
- Official roll-out date is TBD. Target is collection of December 2015 distributions.
- Because the application is in development and testing, its final appearance and functionality may differ from today's demonstration.



Gateway Training

- The Department is providing Gateway training to local officials from May 6 – June 10, 2015.
- Training is geared toward new officials, but users with all levels of experience are welcome.
- 40 training sessions.
- The Department currently projects over 600 attendees.
- Training materials may be downloaded from the Department's website at:
<http://www.in.gov/dlgf/2444.htm>.



Contact Information

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